

# ABRAMSON SCIENCE & TECHNOLOGY CHARTER SCHOOL

## **Student Handbook** 2009-2010



5552 Read Blvd., New Orleans, LA 70127

Ph: 504.244.4416

Fax: 504.240.7046

Web: [www.abramsonst.org](http://www.abramsonst.org)

Email: [info@abramsonst.org](mailto:info@abramsonst.org)

Dear Student, parents/guardians:

Abramson Science & Technology School is a college preparatory school where we believe that each of you can achieve the “American Dream” through hard work and excellent preparation. Abramson Science & Technology School students will prove through achieving high state test scores, top winning science projects, and much more that each of you is dedicated to attaining the highest goals possible. We establish our rules so that they will help you one day become outstanding professionals. We try to teach each of you that setting high standards for yourself involves more than just academics – it also includes manners, social skills, and personal grooming. Therefore, we ask that each of you uphold the standards that we have set.

You will need to read this handbook to learn the rules .Your parents will benefit from knowing the rules, so please discuss regulations with them. Throughout the year you will also need to refer to the handbook to refresh your memory or to get clarification.

We are committed to the mission of Abramson Science & Technology School which emphasizes a strong and harmonious working triad among the student, parent, and teacher. As a result, we encourage your parents to get involved in Abramson Science & Technology School’s PTO, parent/teacher conferences, school carnival, etc. We also encourage each of you to get involved at Abramson Science & Technology School through clubs, sports, and organizations. Your participation in programs helps you to learn lessons that go far beyond the classroom.

Remember, for you to one day make a difference in the world, you will need to first start making a difference in yourself today. I wish you the very best for an outstanding 2009/2010 school year! Don’t forget: Ultimate goal is to go to college for a better future.

Sincerely

Hasan Sazci, Principal

## **UNIFORM AND PERSONAL APPEARANCE**

Abramson Science & Technology School has a uniform to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Both boys and girls uniform items can be purchased from Abramson Science & Technology School and/or from the companies suggested by Abramson Science & Technology School :

### **PLEASE NOTE...**

If you arrive at school out of uniform,  
Your parents will be called,  
You will be kept out of classes until you are dressed appropriately  
and  
All class time you miss will count as an unexcused absence.

### **GIRLS:**

#### Uniform Top:

- School Shirts to be purchased from the office.
- Abramson jackets purchased from the office.

#### Pants:

- Khaki uniform type pants. (No Cargo, Shorts, Capris or Stretch Pants)
- Dark colored belt: properly fitting.
- Waist band should fit at the waist. No low-waist pants are permitted.
- NO SKIRT

### **BOYS:**

#### Uniform Top:

- School Shirts to be purchased from the office.
- Abramson jackets purchased from the office

Pants:

- Khaki uniform type pants. (No Cargo, Shorts, or Stretch Pants)
- Dark colored belt: properly fitting.
- Waist band should fit at the waist. No low-waist pants are permitted.

**Additional Dress Code Requirements and Limitations:**

In addition to making sure you are wearing Abramson Science & Technology School uniform, AST requires that students follow these additional guidelines:

**Pants and Slacks:**

- Pants and slacks must fit properly.
- Pants may not be baggy or saggy.
- No low waist pants.
- Belts must fit properly and not hang down when buckled.
- Pants with large pockets are not permitted such as cargo pants.
- Pants legs should not be rolled.

**Footwear:**

- Dark-colored tie shoes, loafers or tennis shoes
- No sandals, flip-flops, clogs, high heels, platform shoes, hiking boots, or snow boots will be allowed.

**Skirts, Shirts, and Sweatshirts:**

- They may not be rolled at the waist.
- Shirts sleeves are never to be rolled.
- Sweaters may not be tied around the waist.

**Personal Appearance:**

- Boys may not wear jewelry and accessories such as rings, earrings, and necklaces.
- Jewelry and accessories for girls should be appropriate for school and not attract undue attention (only a pair of rings and a pair of matching earrings (no larger than quarter size) are permitted). Religious necklaces are permitted, but they should be inside of shirt.
- Cosmetic make-up is not allowed.
- Facial and body piercing are not acceptable.

- Extreme hairstyles are not permitted (i.e. spiked hair, tail, Mohawk cuts, extreme color, etc.)
- Boys and girls hair should be kept neat, clean, and out of the face at all times.
- Preferably boy hair should not touch the collar of their uniform shirt, but if it does the hair should be secured back to give it a neat and tidy appearance.
- Students should be neat and clean each day.
- One pair of ear rings (not larger than a quarter size) and one small bracelet on each arm is permitted (Girls only!).
- Sunglasses are not permitted.
- PE uniforms are permitted only in PE class.
- Hats, caps, and other headgear may not be worn in the building.
- Outwear, such as jackets, windbreakers, etc. are not allowed.
- No student is allowed to leave classroom without the Hall Pass signed.

#### **Dress Code on Free Dress Day:**

Free of holes, tears, inappropriate language, logos, massages or advertising. No sleeveless, skintight, bicycle legging, short dresses and skirts. No low cut, midriff, backless blouses. All other dress code rules apply to free dress days as usual. Parents will be called to pick up a child if students violate the dress code.

### **1. GRADING SCALE**

All classes at Abramson Science & Technology School will follow their own scale for assigning letter semester grades. Individual teachers will establish the grading policies and procedures for their classes.

90-100= A      80-89= B      70-79= C      60-69= D      0-59= F

### **2. HOMEWORK POLICY**

Homework is an essential part of your successful educational program at Abramson Science & Technology School. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the

subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments the teacher's record is final. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

### **3. GRADE PROMOTION POLICY**

Middle School grade promotion from one grade to another in Abramson Science & Technology School shall be based on the following criteria:

1. Students must have passing grades (above F) in all of the subjects
2. Students must have satisfactory scores on > LEAP/iLEAP/GEE test.(Basic/Approaching Basic promotion standard on LEAP)
3. Summer LEAP Remediation:
  - a. Summer remediation program is mandatory at Abramson Science & Technology School for 4<sup>th</sup> and 8<sup>th</sup> graders who don't pass the LEAP.
4. Student who failed three or more core subjects will repeat the grade. No summer school is allowed.
5. Students who failed any of non-core subjects need to obtain a project/portfolio assignment from school for each subject they failed, complete the assignment successfully, and return it back to school by the assigned day so that they will be promoted next grade level. Failure to do so will result in repeating the grade.
6. Students must have at least 90 % (miss no more than 18 days per year/9 days per semester) of the year attendance regardless of excused or unexcused absentees.

### **4. AWARDS AND HONORS**

**National Honor Society (NHS)** – Students in 10th, 11th, and 12th grades are selected based on outstanding scholarship, character, leadership and service. Students who have a minimum grade point average (GPA) of a 3.50 during the 2009/2010 school year will be invited to participate in a selection process. Students may be placed on probation for one semester, if their GPA drops below the entrance requirement for the year they were inducted. If a student does not raise their GPA within two semesters, the student will be dismissed from the NHS. Any member receiving disciplinary action may also be dismissed from NHS.

**Junior National Honor Society (JNHS)** – Students in the 7th and 8th grades are selected based on outstanding scholarship, character, leadership and service. Students who have a minimum grade point average (GPA) of a 3.70 during the 2007/2008 school year will be invited to participate in a selection process. Students may be placed on probation for one semester, if their GPA drops below the entrance requirement. If a student does not raise their GPA within two semesters, the student will be dismissed from the JNHS. Any member receiving disciplinary action may also be dismissed from JNHS.

**Abramson Science & Technology School Teacher Honor Roll**

**Certificate** is awarded to students who receive a 3.0 – 3.49 grade point average and no failing grades for each quarter. Weighted grades are included in the average.

**Abramson Science & Technology School Principal Honor Roll**

**Certificate** is awarded to students who receive a 3.50 – 3.99 grade point average and no grade below a “C” for each quarter. Weighted grades are included in the average.

**Abramson Science & Technology School Superintendent Honor Roll**

**Certificate** is awarded to students with a 4.0 grade point average and all “A’s” for each quarter. Weighted grades are included.

**5. AFTER SCHOOL**

There is no better way for students to enrich their education than by taking parts in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting. After school activity student list, schedule, time and location have to be submitted by the responsible teacher to the asst. principal and needed to be gotten an approval from administration. Students must report on time if he / she has an after school activity, club or tutoring.

- You must arrange for your own transportation to arrive promptly at the end of the activity.
- You must abide by the Abramson Science & Technology School code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.

**\* After 4:15 p.m. none of the students are allowed to stay in Abramson Science & Technology School building. You must clear Abramson Science & Technology School buildings immediately due to safety and security issues.**

**TUTORING:** Tutoring is another opportunity for students. Students can attend to a scheduled tutoring if (1) they need it; (2) the teacher assigns the tutoring. Participation is mandatory for tutoring.

**CLUBS:** Sponsoring teachers will announce details about each club at the beginning of Abramson Science & Technology School year.

To be in a sport or a non-academic club at Abramson Science & Technology School, students needs to

- a. be attending Abramson Science & Technology School
- b. have approval of sponsor of the club/sport
- c. have “C” average overall
- d. “passing grade” in each class they are taking
- e. have no discipline problems

If the student did not attend school on the day of a sport/club after school activity, they are not to attend the activity. If not in attendance at least half of the school day, and present at school for the last school period, the student may not attend any practices, games or club meetings on that day. **NO EXCEPTIONS!**

For the beginning of school year, returning students’ last quarter grades and discipline records shall be checked.

If a student assigned a tutoring or any other academic activity on particular day and time, the student cannot attend non-academic club activity in that particular time.

The club sponsor is to be responsible for follow up with grades. Assistant principal is to be responsible for discipline.

## **6. HEALTH SERVICES**

School Health Services are not intended to replace outside health care and should not be viewed as an alternative to seeking medical attention outside of Abramson Science & Technology School .



Teachers should be alert for signs of illness in their students and report such signs immediately to Abramson Science & Technology School nurse and / or principal. Admission of children back into school following a communicable disease shall be based on the recommendations. The following procedure should be followed in case of serious accidents, injuries, or sudden illness:

#### **Accidents, Injuries, or Sudden Illness**

The following procedures should be followed by school staff in case of serious accidents, injuries, or sudden illness:

- A. Administer first aid.
2. Notify parents.
- B. Call school nurse or family doctor if unable to locate parents or others listed in contact information.
- C. If indicated, call an ambulance to transport to the emergency room of local hospital. Pelican Educational Foundation does not assume the responsibility for the payment of ambulance, hospital, or doctor's fees.
- D. Complete an incident form.

#### **Illness or Injury during Abramson Science & Technology School Day**

Students, please follow these three rules if you become ill or are injured during Abramson Science & Technology School day.

- Report to the clinic with your Hall pass signed by the teacher. If the nurse is not available, you should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not just leave the building. Always report to the main office.

Abramson Science & Technology School will have a full- time school nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns. Unless it is emergency, you must make and appointment in advance with the nurse.

#### **Medication Policy**

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be

1. sent directly from the pharmacy or physician's office
2. or brought to school by the student's parent/guardian.

Abramson Science & Technology School must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.

- On the medication container must be clearly printed the following information:
  - ✓ Student's Name
  - ✓ Name of the medication
  - ✓ Dosage
  - ✓ Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day.

- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse's office.
- Students are not allowed to carry any medication to school.
- Students may carry and administer their medication if these two conditions are met:
  1. It is warranted by a potentially life-threatening condition and advised by their physician, and
  2. A Medication Self-Administration Form is on file in the office signed by the student's parent, physician, and the principal.

#### **AIDS Prevention Education**

Health instruction at Abramson Science & Technology School shall include education in the prevention of Acquired Immune Deficiency Syndrome (AIDS), including abstinence education, and in compliance with state law and regulations. Any curriculum and materials to be used for instruction will be presented to parents at least one month prior to teaching AIDS prevention. All students will be required to participate in the AIDS Prevention program unless a parent or guardian provides written objection to their participation.

## **7. COUNSELING SERVICES**

Abramson Science & Technology School has a Licensed Professional Counselor on staff full-time to see students regarding problems that they may be experiencing at school or home. The counselor is available to discuss academic, social and career issues with all students attending Abramson Science & Technology. The student may be referred to the counselor by their teacher, their parent or they may refer themselves during the school day.

## **8. LIBRARY**

The library is a resource center used by all Abramson Science & Technology School students for class assignments and for leisure-time reading of appropriate books or magazines. The resources of the library are available to support and enhance students' learning and understanding and to encourage students to become independent, life-long learners. Students may use the library before and after school. Always permission is needed to use library from the librarian and students have to be supervised when they are in there. Books, magazines, and reserve materials may be checked out for varying times. Because the library serves many students, everyone will have to cooperate to maintain a good atmosphere for learning. Desks and carrels are available for studying. You may do group work for a class if you work quietly. Please do not move the furniture. In keeping with school policy, do not bring food or drink into the library. Finally, the total number of students using the library at any one time will be limited.

## **9. LOST AND FOUND**

There will be a lost and found box in the office. If you find books, clothing, or personal items on Abramson Science & Technology School grounds, please bring these items to the office. If you lose something, check the lost and found. These items will be kept in Lost and Found Box. The hallways are inspected each evening and unsecured student property is placed in the Lost Property box located in the office. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced. Abramson Science & Technology School is not responsible for the items you lost. Lost and

unclaimed items will be given to the charity organizations after at the end of each quarter..

## **10. LUNCH PERIODS**

Since Abramson Science & Technology School is a closed campus all students will remain at school during the lunch period. You may buy your lunch at school, or you may bring a packed lunch. You may not order anything from outside. If you have a special situation, you will need to meet with the principal. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior.

### **Cafeteria Conduct**

1. Trash your tray promptly.
2. Keep tables, chairs, and floors clean.
3. Talk in a normal voice (classroom voice) or more quietly.
4. Keep cafeteria lines orderly: No pushing, running, or cutting in lines.
5. No loitering in the cafeteria.
6. Keep hands, feet, personal belongings, and food to yourself.
7. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.
8. No orders from outside.
9. Should a lunch be brought from home, please make sure it arrives at school before lunch time.

## **12. PUBLIC AREAS: HALLWAYS, STAIRWAYS, RESTROOMS, etc**

Hallways, stairways, and lavatories are areas used by all members of Abramson Science & Technology School. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or lavatories or on staircases.
- You may not eat in halls, lavatories, or on staircases.
- You may not run in the halls, lunchroom, lavatories, or on the staircases.
- You may not use any profane or vulgar language while in these areas.

- You may not yell, scream, or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- Do not roughhouse, push, or wrestle.

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action.

**NO STUDENTS ARE ALLOWED IN THE HALLWAYS DURING THE CLASSTIME FOR ANY REASON.**

### **13.FIELD TRIPS**

Field Trips offer exciting ways to learn. Abramson Science & Technology School students will have the opportunity to go on field trips at various times throughout Abramson Science & Technology School year. For all field trips, you will be expected to follow these rules:

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by Abramson Science & Technology School codes of student conduct while on the field trip.
- No electronic devices are allowed during field trip.

**There will be college tours planned throughout the school year for our high school students. These trips will be MANDATORY. Students will be transported to and from by buses. By signing saying you have read this handbook, you are consenting to these college tours. If you do not want your son/daughter to attend these tours, you will need to send something in writing stating this fact. Information will be sent home on when and where these tours will be throughout the year.**

#### **14. TEXTBOOK AND SUPPLIES**

Abramson Science & Technology School will assign books for their classes at the beginning of year. Responsibility of these books will be on the parents and students. AST requires those books to be returned to school in a good condition at the end of their year or in case of withdrawal.

Additionally, AST will use books for each class. Abramson Science & Technology School will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned.

When books are checked out from library, librarian will assign the book you and the condition of the book. When you return the book, its condition will be checked. If you lose or damage the book, you will have to pay to replace the book.

#### **15. VISITORS**

Visitors for educational reasons are welcome at Abramson Science & Technology School. Visitors must register with the security building when they arrive. Parents must also check in at the office. No visitors are allowed in the building w/o visitor ID card.

#### **16.FUND RAISING**

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of Abramson Science & Technology School principal.

#### **17.SALES**

Advertising may be permitted if it is for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of Abramson Science & Technology School principal.

## **18. ATTENDANCE**

The Board of Education requires all students enrolled at Abramson Science & Technology School to attend school regularly in accordance with the laws of the State. The success of Abramson Science & Technology School's educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the guidance of a competent teacher are vital to the success of the educational program. For these reasons, the administration, faculty and staff of Abramson Science & Technology School will frequently talk about the importance of students being in class and on time.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. No single individual or group can successfully accomplish this task. Members of Abramson Science & Technology School will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will

- keep accurate attendance records to excused and unexcused absences,
- require an admit slip from a student returning from an absence and follow through appropriately if the student does not have one,
- incorporate defined, daily participation as part of the teaching/learning process for each grading period, and
- require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

We ask that you, as a student, do all you can do to attend school every day. If you have any problems with attendance, please talk with a teacher or administrator about them.

It is expected that all students will be in class as much as absolutely possible. Report cards that are sent to parents at the end of each nine-week period will show the number of days missed.. A student must be in attendance a minimum of 90% of the time that school is in session in order to receive credit for each course in which he/she is enrolled. This means

that a student may have a maximum of nine absences (excused or unexcused), each semester and still receive credit for the course. Absences due to school-sponsored activities will count against the nine days. Absences for a student entering school will be based on a student being in attendance 90% of the remaining days. Guidelines have been established for School Related Absences, Excused Absences, Unexcused Absences and Tardiness.

#### **a) Absence and Tardiness**

Abramson Science & Technology School recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

#### **b) Excused Absences**

Abramson Science & Technology School accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify Abramson Science & Technology School any morning, **no later than 10.00 a.m.**, their child is not attending. It should be kept in mind that these days are still counted as absent. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

##### **Personal Illness**

Your parent or guardian must call Abramson Science & Technology School each morning if you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian. Abramson Science & Technology School may require a doctor's confirmation.

##### **Illness in the Family**

Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian.

##### **Quarantine of the Home**



Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian. Such an absence is limited to the length of the quarantine as fixed by the proper health officials.

#### **Death of a Relative**

Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian.

#### **Observance of Religious Holidays.**

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief. You must bring a note from your parent or guardian to the office before the day(s) of the absence.

You must bring a note to the office the day you return.

#### **Professional Appointments.**

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence stating clearly the time you are to be dismissed. In addition, the following rules shall apply to this kind of dismissal during Abramson Science & Technology School day. Parents must come to the office to pick you up. You and your parent must sign you out of school; when you return to school, you must sign in. You must return to school when finished provided school is still in session.

**All doctor notes or parent notes for absences must be the original note, and brought to school within 2 days of the absence. Any note brought after this time will not be accepted and the absence will remain unexcused.**

#### **c) Unexcused Absences**

An unexcused absence does become part of a student's school record. You will be marked for an unexcused absence if you

- fail to bring a written note within two school days following an absence,
- parents did not call school by 10 am on the day student was absent
- leave school without signing out of school at the office,

- are absent from class without permission - including walking out of class,
- are absent from school without parental permission,
- get a pass to go to a certain place but do not report there, and/or
- are absent for reasons not acceptable to the administration.

#### **d) Make-up Work for Excused Absences**

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.

To be eligible for make-up work, you must show each teacher the “excused absence slip.” On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students’ responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

#### **e) Make-up Work for Unexcused Absences**

If you have an unexcused absence, then you may not make-up the work you missed and you will receive “F” or “zero” for the work. Teachers are not obligated to allow you to make up any work.

#### **f) Truancy**

Truancy means that a student is not excused and absent from his or her assigned location without the knowledge of a parent. Abramson Science & Technology School shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent. Truancy shows a deliberate disregard for the educational

program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as result of truancy.
- A record of the truancy will be entered into your record file.
- A conference with your parents will be held.
- You may be reported to truancy officers.

**g) Habitual Truancy**

According to state law R.S. 17:233(B)(1), a student is considered habitually absent or tardy if, despite all reasonable efforts, a student has 5 unexcused absences or 5 unexcused tardiness within any school semester. Once a student is considered habitually absent or tardy, they will be referred to municipal court for further action.

**h) Tardiness**

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing or lingering in the halls - is unacceptable.

**Excused Tardiness**

You must have your parent or guardian call the office and write an explanatory note if you arrive late to school. Report to the office when you arrive. If you fail to do this, you will receive an unexcused tardy.

**Unexcused Tardiness**

If you arrive at school late but without a note, report to the office to check in. You will get a “late slip” for admittance to class. You will have two days to bring in a note to change this to an excused tardy.

Five unexcused tardy is equivalent to one unexcused absence.

**Class Tardiness**

If you are late between classes, report directly to your next class. You must make up missed time with the teacher.

**i) Early Dismissal of Students from School**

Because Abramson Science & Technology School is very concerned about your safety and well being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure students’ safety.

- The principal may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in Abramson Science & Technology School office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of your parents or guardian.
- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

**j) Unexpected Closing of School:**

Abramson Science & Technology School will be closed on the same days Public schools closed. Local TV channels and Radio stations will be notified.

**19. EMERGENCY PROCEDURES**

Fire, lock-down, evacuation, and instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. This is a life and death matter. The instructions will be posted on the bulletin board in each teacher's room and students should be familiar with the assigned drill areas.

**20. EMERGENCY EVACUATION**

These procedures are to be followed but always remember to STOP AND EVALUATE THE SITUATION. Do this because every situation can and will be different.

These calls will come over the intercom:

1. There will be a BLD Call at this time. (This is a Building lock down call.)

Stay calm. Teachers must lock and close all doors. Move all students away from the windows and doors, and sit on the floors as in a tornado drill. Remain quiet. Ignore any fire alarm unless announcement is made by the front office.

2. There will be a BLD Drill at this time. (This is a building lock down DRILL)

Follow the same procedure as above

3. PLAYGROUND EVACUATION (Call by administration)

Teachers should send all students into the building using the nearest entrance.

Students should go directly to their next class period without stopping anywhere.

Teachers should seat students in the floor away from the doors and windows.

Remain calm. Remain there until an all clear is announced by the front office.

4. ALL EVACUATIONS FROM THE BUILDINGS (Announcement to evacuate will come over the intercom)

Teachers should lead their students to the parking lot using the exits you would use in a fire drill.

**Teachers are to always take their grade book and check roll**

### **Fire Alarms**

**FIRE:** The alarm for fire will be a continuous sounding of the Fire alarm.

When the fire alarm is given, all students should follow their teacher and walk single file out the designated exit and 100 feet from the building.

When a fire drill is held, return-to-class signal will be given by the principal or his or her designee.

### **21. REPORTING CHILD ABUSE AND NEGLECT**

Any Abramson Science & Technology School teacher, counselor, nurse, or administrator having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall immediately contact the county child welfare unit of the Department of Human Services and inform the agency of the facts and circumstances which led to the filing of the report.

It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child is in need of protection. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect.

No Abramson Science & Technology School employee shall be discharged from employment for making a report of child abuse or neglect. Further, state law provides immunity from any civil or criminal liability arising from making such a report, if the report is made in good faith. Finally, state law also provides for the protection of the identity of any individual who makes such a report.

## **22. WITHDRAWAL FROM SCHOOL**

When a student must withdraw from during Abramson Science & Technology School, he will report to the office on the morning of the day he leaves. There the student will receive a withdrawal form that will be taken to each of these teachers for "clearance":

1. Has checked in all books and assigned equipment.
2. No make-up work due.
3. Fines are paid.
4. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of their withdrawal form that shows he/she is w/d the record will be sent to Abramson Science & Technology School, he/she is going to attend after the request of that school.

## **23. LOSING THE SPOT FOR THE FOLLOWING SCHOOL YEAR**

There are some requirements for the parents and the students to meet in order to not to lose the student's spot for the following school year.

1. Students should not be in OSS (Out of school suspension) twice or more.
2. Students should not have three or more failing grade in core subjects
3. Parent need to return the re- enrollment form before the due date.

If any of the above requirements is not complied by the parent or the student, student might lose his/ her spot at Abramson for the following school year.

#### **24. EXPELLED STUDENTS**

Expelled students from Abramson Science & Technology Charter School or from any other public or private school can not be enrolled at Abramson Science & Technology Charter School. School Board has the final decision to decide if student needs to be enrolled or not.

#### **25. Positive Behavior Support**

Abramson Science & Technology is a Positive Behavior Support campus. Positive Behavior Support is a system for defining, teaching, and supporting appropriate student behaviors with the use of reinforcement based on strategies that align with the schools mission statement. Decisions are data driven to make Abramson a safe campus for all. The school abides by, and rules are based on the following expectation:

**R – Respect Others**

**O – Observe all Rules**

**A – Act Safely**

**R – Remain Positive**

Students are expected to live by these expectations and follow the rules at Abramson Science & Technology to ensure that everyone receives a safe and adequate education.

#### **ROAR Song;**

Wildcats show their strengths and their courage too When we ROAR with a ROAR that is strong. Well we ROAR for fun, we ROAR for help and

ROARing will get the job done. Well lets ROAR right now and when I say go R respect others that's the top.

O observe all rules

A act safely

R remain positive

Let's ROAR!

## **Student Conduct and Discipline**

### **STUDENTS / PARENTS / TEACHERS RIGHTS AND RESPONSIBILITIES**

#### **Student Conduct**

The faculty and staff of Abramson Science & Technology School believe that 100% of the students will follow the rules and regulations to make this a great school. For those few who choose to violate the rules, there are consequences as outlined in Abramson Science & Technology School Student Code of Conduct. Students and parents are required to sign a statement that they have been given a copy of the Student Code of Conduct and agree to abide by it. Keep it and this handbook available to answer any question concerning Abramson Science & Technology School discipline procedures. Abramson Science & Technology School will adopt a School Specific Student Code of Conduct.

Each student at Abramson Science & Technology School is expected to:

- demonstrate courtesy and respect for others
- behave in a responsible manner
- attend all classes, regularly and on time
- be prepared for each class; take appropriate materials and assignments to class
- obey all campus and classroom rules



- respect the rights and privileges of other students and of teachers and other district staff
- respect the property of others, including district property and facilities
- cooperate with or assist Abramson Science & Technology School staff in maintaining safety, order, and discipline
- avoid violations of the Student Code of Conduct.
- By state law and district policy, Abramson Science & Technology School students are under the jurisdiction of the Abramson Science & Technology School Student Code of Conduct and policies, in addition to the state laws, while on a school trip, at any school activity, on any part of the campus, and within 300 feet of the campus.

Students are held accountable for all information, procedures, laws, and policies contained in the Student Code of Conduct.

Students who are temporarily suspended from school are prohibited from participating in extracurricular activities or career/technology work programs.

## **STUDENTS**

Have a Responsibility To:

- Attend school regularly, be punctual, bring necessary materials, do homework, and prepare for each class.
- Do his or her best.
- Respect the rights, feelings, and property of fellow students, parents/guardians, school personnel, visitors, guests, and school neighbors.
- Respect Abramson Science & Technology School staff by obeying all reasonable requests.
- Use appropriate and respectful language at all times.
- Exercise self-discipline and refrain from engaging in any sort of violent behavior.
- Refrain from behavior that interferes with the right of other students to learn.
- Comply with all school rules.

Have a Right To:

- Be educated in schools which are safe.
- Receive an explanation of the rules to which they will be subject.
- Receive discipline which is fair, nondiscriminatory, and consistent with adopted school policy.
- Report any incidents of verbal or physical threats, “bullying,” intimidation, or abuse.

## **PARENTS / GUARDIANS**

Have a Responsibility To:

- Provide contact information such as home address, home phone number, cell phone number, ...
- Encourage their child to comply with school rules.
- Use appropriate and respectful language when dealing with school staff about discipline issues.
- Assist their child in arriving to school on time and with all necessary materials. Ensure regular school attendance.
- Attend parent conferences.
- Provide Abramson Science & Technology School with explanations for student absences or tardiness.

Have a Right To:

- Obtain a copy of school rules relating to student behavior and disciplinary procedures.
- Obtain clarification from Abramson Science & Technology School on any matter referred to in school rules.
- Be contacted promptly if their child is involved in any incident that may result in suspension or expulsion.
- Meet with teachers and / or the disciplinary committee about disciplinary matters.
- Receive regular official reports of their child’s academic progress and attendance.
- Read all school records pertaining to their child, at times mutually convenient to the parent and Abramson Science & Technology School.

- Assert all rights to due process contained in school rules, including the right to appeal disciplinary action.

### **STAFF MEMBERS**

Have a Responsibility To:

- Model expected behavior for students.
- Instruct students about appropriate behavior, conflict management, classroom rules, and disciplinary consequences.
- Be in regular attendance and on time.
- Treat students and parents with respect.
- Communicate regularly with parents and students about the child's academic progress and conduct.

Have a Right To:

- Be treated with respect.
- Teach in schools which are safe.
- Receive additional training and professional development as necessary.
- Receive support from school administrators in the administration of discipline, consistent with school policy.

Abramson Science & Technology School has as its goal to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about Abramson Science & Technology School has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, Abramson Science & Technology School administrators and teachers shall not allow the following misbehaviors during school, on school property, or at or during any school-sponsored activities.

### **Classroom rules posted in every classroom:**

1. Be in your assigned seat, ready to work before the tardy bell rings.
2. Bring pencils, notebooks, and books to class.
3. Keep your hands, feet, books, and objects to yourself.
4. Do not engage in behavior that keeps the classroom from functioning.

5. Follow teacher's directions the first time they are given.
6. No gum, food, or drink allowed in the building except in designated food service areas.
7. Stand up when teachers or administrators come into classroom.
8. Raise your hand before talking. If you are given permission stand up and talk. (Excluding normal class discussions)

**Consequences for violating daily classroom rules:**

- Warning
- Parent Contact
- Lunch Detention
- Sent to office
- ISS ( In School Suspension )
- OSS ( Out of school suspension )
- Recommendation for Expulsion
- Note: Teachers are able to contact the parent

Note: Minor discipline issues will be handled by teachers .However, major discipline issues needs to be handled by discipline committee. Parent and disciplinarian need to be informed in any situation. Discipline committee can decide on ISS, OSS or expulsion for the student.

**Discipline-Positive Reinforcement**

The teachers will reinforce positive behavior.

1. Oral praise from the teacher
2. Personal notes to student
3. Mention in assemblies
4. Phone call to parents
5. Note to parents
6. Wildcat Bucks
7. Principal/Director tea
8. Honor Rolls
9. Field Trips

**Discipline-School Wide Rules**

Students breaking the following rules will be subject to disciplinary action by school officials.

1. Radios, tape players, tapes, beepers, phones, CD players, virtual pets, play cards and games (game boys) are prohibited.
2. Students are to be in assigned supervised areas.
3. Running, pushing, hitting, tripping or shouting are prohibited.
4. No swearing or put down whether written or oral will be tolerated.
5. No cruelty or rude gestures are allowed.
6. No physical contacts are allowed .(with or without hatred)
7. Students shall not miss class/classes unless excused by parent, guardian, or teacher.
8. Use of tobacco, matches, or lighters on or near school grounds is prohibited.
9. Students shall not miss class/classes unless excused by parent, guardian, or teacher.
10. Displays of affection are prohibited.
11. Being insolent, disrespectful and argumentative are prohibited.
12. Follow student conduct code cited in board policies.

### **Discipline-Severe Clauses: Immediate Office Referral**

A classroom teacher may remove a student from his or her classroom when that teacher determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Acts of violence or threats of physical harm to another student or adult.
2. Possession of tobacco, drugs, or alcohol on or near Abramson Science & Technology School campus. Being under the influence of alcohol or drugs.
3. Possession of a weapon.

4. Damage or destruction to property belonging to another student, Abramson Science & Technology School, or a teacher.
5. Swearing, cursing out, making rude gestures, acts of cruel teasing or put-downs.

Any student removed from the classroom for a reason shown above shall be taken immediately to the principal/director or his designee. At the discretion of the principal/director or his designee, the student shall then be released to the parent, the parent's representative, or other proper authority, including, but not limited to law enforcement officers and medical personnel. Any teacher removing a student for one of the above reasons must document, in writing, his or her reasons for removal and the date, time, and location of the incident.

## **UNACCEPTABLE STUDENT BEHAVIORS**

As a student at Abramson Science & Technology School, you may not...

### **1. Fight and Arrange Fights:**

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Possible prosecution by legal authorities.

#### ***Consequences:***

**1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Two (2) day suspension.

- 2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Four (4) day suspension.
- 3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Seven (7) day suspension.
- 4<sup>th</sup> Offense:** Parents/Guardian contacted. Recommendation for expulsion.

**1a .Hit or physical touch:**

*Consequences:*

- 1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Two (2) day suspension.
- 2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Four (4) day suspension.
- 3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Seven (7) day suspension.
- 4<sup>th</sup> Offense:** Parents/Guardian contacted. Recommendation for expulsion.

**2. Bring Beepers, Pagers, Cellular Telephones and/or Other Electronic Devices:**

Beepers, Pagers and Cellular Phones, Radios, Tape or CD Players, Electronic Games, and/or similar devices are not allowed on school ground at any time including lunch time and break time(s). They disrupt classes and distract others from learning.

*Consequences:*

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Confiscation of the devices with retrieval only by parents/guardians
- 2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Two (2) day suspension.
- 3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Four (4) day suspension.

### **3. Cheat and/or Plagiarize:**

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

*Consequences:*

**See individual teachers' policies.**

### **4. Abuse and/or Misuse Computers:**

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in Abramson Science & Technology School for educational purposes. Abuse and or misuse of computers also include loading private software, checking personal e-mail, or accessing inappropriate web sites or web pages using school equipment.

*Consequence:*

- 1<sup>st</sup> Offense:** Parents/guardians contacted. Administrative discretion. You will repair, undo, reset, delete or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering. Up to two (2) day suspension
- 2<sup>nd</sup> Offense:** Parents/guardians contacted; Administrative discretion. You will repair, undo, reset, delete or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering; Up to four (4) day suspension
- 3<sup>rd</sup> Offense:** Parents/guardians contacted. Administrative discretion. You will repair, undo, reset, delete or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo



tampering. Up to seven (7) day suspension with recommendation for expulsion

## **5. Disrupt Learning:**

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to inappropriate language, eating or drinking during class, chewing gum, insubordination, being loud and/or selling or trading personal possessions to other students.

### ***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted and up to two (2) day ISS (in school suspension).
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Administrative discretion including possible detention, and/or up to two (2) day out of school suspension.
- 3<sup>rd</sup> Offense:** Parent/Guardian contacted. Administrative discretion including up to four (4) day suspension.

## **6. Violate the Uniform:**

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in the handbook.

### ***Consequences:***

- 1<sup>st</sup> Offense:** You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you.
- 2<sup>nd</sup> Offense:** You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Possible One (1) day in school suspension.
- 3<sup>rd</sup> Offense:** You will be sent to the office to fix the violation. Parent/Guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to Two (2) day suspension.
- 4<sup>th</sup> Offense:** You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be

corrected, your parent/guardian will be contacted to bring proper attire to you. Up to Four (4) day suspension

**7. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:**

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be suspended for long term and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies. Bringing Tylenol, Aspirin and similar kind of drugs are not permitted either.

***Consequences:***

Parent/guardian contacted. Direct Five (5) day suspension or expulsion.

**8. Give A False Fire Alarm:**

Issuing a false fire alarm is a violation of the State Law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense, ranging from fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to legal authorities. There will be \$100 dollars fine for each false call.

***Consequences:***

Parent/Guardian contacted. Seven (7) day suspension. Recommendation for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

**9. Forge:**

Any attempt by a student to sign a teacher's, administrators, parent's or guardian's, and or student's name to any document will be considered forgery.

***Consequences:***

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Two (2) day ISS.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to two (2) day OSS.

**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to four (4) day OSS.

**10. Gamble and play cards:**

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards are not allowed.

***Consequences:***

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to Two (2) day ISS.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to two (2) day OSS.

**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to four (4) day OSS.

**11. Bring Inappropriate Materials:**

Pornographic, criminal, hate related, laser pointers, lighters , etc.

***Consequences:***

**1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Two (2) day suspension.

**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Four (4) day suspension.

**3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Seven (7) day suspension.

**4<sup>th</sup> Offense:** Parents/Guardian contacted. Recommendation for expulsion.

**12. Harass another Student and/or a Teacher, Administrator, or Staff Member:**

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn.

***Consequences:***

Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

**13. Disrespect to teachers or staff and using inappropriate language and behavior.**

Responding in a rude and/or impertinent manner.

***Consequences:***

**1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Two (2) day suspension.

**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Four (4) day suspension.

**3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Seven (7) day suspension.

**4<sup>th</sup> Offense:** Parents/Guardian contacted. Recommendation for expulsion.

**14. Haze Students:**

Hazing means to plan encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

***Consequences:***

Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

**15. Smoke or Use Other Tobacco Products and/or Bring Such Products to School:**

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

***Consequences:***

- 1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to Two (2) day suspension.
- 2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to Four (4) day suspension.
- 3<sup>rd</sup> Offense:** Parents/Guardian contacted. Up to Seven (7) day suspension.
- 4<sup>th</sup> Offense:** Parents/Guardian contacted. Recommendation for expulsion.

**16. Steal and/or Vandalize Private Property:**

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property.

***Please Note:*** Abramson Science & Technology School may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

***Consequences:***

- 1<sup>st</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Restitution if required. Up to Two (2) day suspension.
- 2<sup>nd</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Up to Four (4) day suspension. Restitution if required. Police report filed. Possible Expulsion

**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to seven (7) day suspension. Restitution if required. Police report filed. Possible expulsion.

### **17. Be Habitually Tardy:**

This means to be late for the beginning of Abramson Science & Technology School day and/or late for classes.

#### ***Consequences:***

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Five unexcused tardiness will result in one (1) day in school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Additional five unexcused tardiness will result in One (1) day suspension.

**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Additional five unexcused tardiness will result in another (1) day suspension.

### **18. Display Threatening Behavior:**

Threatening behavior can include verbal threats, such as bullying or name calling, both face to face and over electronic media (phone and/or computers) and non-verbal threats, including “hard” stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

#### ***Consequences:***

**1<sup>st</sup> Offense:** Parent/Guardian contacted. One (1) day in school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Two (2) day out of school suspension.

**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Four (4) day out of school suspension.

**4<sup>th</sup> offense:** Parent/guardian contacted. Recommendation for expulsion.

**19. Be Truant:**

Truancy means being inexcusably absent from school or a class without the knowledge of a parent. Habitual truancy by law means a student has accumulated 9 consecutive or total days of absence in one semester. There are school and legal penalties that accompany truancy.

***Consequences:***

Parent/Guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from Abramson Science & Technology School.

**20. Bring Any Kind of Weapon to School:**

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

***Consequences:***

Parent/Guardian contacted. Ten (10) day suspension with a recommendation for expulsion. Possible prosecution.

**21. Possession or use of Fireworks**

Using or possessing any amusement device, smoke bomb, etc.

**1<sup>st</sup> Offense:** Parent/Guardian contacted and two (2) day in school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted and up to four (4) days out of school suspension.

**3<sup>rd</sup> Offense:** Parent/Guardian contacted and up to seven (7) days out of school suspension

**4<sup>th</sup> Offense:** Recommendation for expulsion.

**22. Gang Symbols:**

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified as or associated with gangs.

**1<sup>st</sup> Offense:** Parent/Guardian conducted. One (1) day suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian conducted and up to four (4) days out of school suspension.

**3<sup>rd</sup> Offense:** Parent/Guardian conducted and up to seven (7) days out of school suspension

**4<sup>th</sup> Offense:** Recommendation for expulsion.

**23. Possession of stolen property:**

Having in one's possession property obtained without permission of the owner.

**1<sup>st</sup> Offense:** Parent/Guardian conducted and up to two (2) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian conducted and up to four (4) days out of school suspension.

**3<sup>rd</sup> Offense:** Parent/Guardian conducted and up to seven (7) days out of school suspension.

**24. Arson:**

Intentionally starting any fire or combustion on school property.  
NOTE: Report any fire, no matter how small, call 911 for active fire. DO NOT CLEAN UP.

**1<sup>st</sup> Offense:** Parent/Guardian conducted and up to seven (7) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted and possible expulsion.

**25. Public Display of Affection:**

Behaviors of affection which are not appropriate for public places such as kissing, hugging, etc.



**1<sup>st</sup> Offense:** Parent/Guardian contacted and conference with student(s).

**2<sup>nd</sup> Offense:** Parent/Guardian contacted and up to two (2) days out of school Suspension

**3<sup>rd</sup> Offense:** Parent/Guardian contacted and up to four (4) days out of school Suspension

**4<sup>th</sup> Offense:** Parent/Guardian contacted and up to seven (7) days out of school Suspension and recommendation for expulsion.

**26. Provoking/Intimidating behavior:**

Encouraging or urging other students to violate school rules

**1<sup>st</sup> Offense:** Parent/Guardian contacted and conference with student(s).

**2<sup>nd</sup> Offense:** Parent/Guardian contacted and up to two (2) days out of school Suspension

**3<sup>rd</sup> Offense:** Parent/Guardian contacted and up to four (4) days out of school Suspension

**4<sup>th</sup> Offense:** Parent/Guardian contacted and up to seven (7) days out of school Suspension and recommendation for expulsion.

**27.** Students who have been suspended three times will be placed on critical list. The parents will be contacted. Thereafter, any behavior that leads to suspension might result in student being expelled.

**28.** A student can bring a photo camera to Abramson Science & Technology School with the Principal/Director's approval of three (3) days advance written request

**DUE PROCESS**

All students at Abramson Science & Technology School are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by Abramson Science & Technology School. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, long term suspension, expulsion, and criminal

prosecution. In all instances, Abramson Science & Technology School's policies and procedures governing due process for suspensions and long term suspensions will follow Louisiana Education Law.

All students at Abramson Science & Technology School have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

#### **SUSPENSION**

- a. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
- b. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension of up to one calendar year is appropriate. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted.
- c. Out-of-school suspensions should be assigned as consistently as possible. However, the disciplinary committee may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

- d. The principal/director or his/her designee shall maintain records related to the Education Plan and the student and / or parent's compliance with the Plan.
- e. While serving an out-of-school suspension (short or long-term), a student may not participate in any school extracurricular activities.
- f. The suspension of any student receiving services under an IEP will be governed by the applicable provisions of the Individuals with Disabilities Education Act.
- g. Student will be given opportunity to explain his version of the event before the suspension decision, during the investigation.

Notice of Suspension and the reasons for the suspension will be mailed to the parent in writing by the Head of Discipline Committee after hearing the issues involved in a situation. Before the mail, parents are going to be informed by phone, giving reasons. If you are suspended, you will not have any opportunity to make up work that you missed during the suspension.

You and your parent/guardian may appeal a suspension within one (1) school day of the suspension being issued. This appeal will be made to the Principal/Director in writing. Principal/Director will form a committee and considered by a disciplinary board made up of three (3) teachers. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings will be held within two (2) school days of the appeal being made. The decision of this disciplinary board is final.

## **EXPULSION**

### **I. Definitions**

- A. **Charter Operator** – the nonprofit corporation that has entered into a Charter Contract with the State Board of Elementary and Secondary Education to operate a Type 5 charter school under the jurisdiction of the Recovery School District.
- B. **Expulsion** – a removal from all regular school settings for a period of not less than one school semester, unless otherwise

specifically provided or defined as a permanent expulsion and except as otherwise provided by R.S. 17:416(B) or (C).

- C. **Expulsion Hearing** – a hearing wherein school official(s) and the student and parent(s) of the student recommended for expulsion are allowed to present evidence and testimony regarding the behavior(s) that resulted in the student being recommended for expulsion.
- D. **Expulsion Hearing Decision** – the decision rendered by the Charter Operator following a hearing, which identifies the evidence presented, issues, findings of fact, basis of determination, finding, and decision.
- E. **Expulsion Recommendation Form** – the notice provided to a parent/tutor/guardian, which contains the specific reasons for the suspension and recommended expulsion, the time, date and place of the Expulsion Hearing, and a notification of the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing.
- F. **Firearm** – the terms has the same meaning as given in 18 U.S.C. 921(a). It means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. A destructive device means any explosive, incendiary or poison gas (1) bomb; (2) grenade; (3) rocket having a propellant charge of more than four ounces; (4) missile having an explosive or incendiary charge of more than one-quarter ounce; (5) mine or (6) any device similar to any of the devices described in the preceding clauses.
- G. **Hearing Officer** – the individual designated by the Charter Operator to conduct an Expulsion Hearing and render an Expulsion Hearing Decision.

- H. **Possession** – the exercise of dominion or control over a thing or substance even though not in a person’s physical dominion or control, a thing or substance is subject to his dominion or control; joint possession occurs when a thing or substance is in the physical custody of another person who willfully and knowingly shares with the other the right to control the thing or substance.
- I. **Weapon** – any object which, under the circumstances, may be used to inflict bodily injury or damage to property.

## II. **Recommended Expulsion Hearing Option**

Any student after being suspended for committing any of the offenses cited in La. R.S. 17:416 may be expelled, upon recommendation by the principal of the charter school in which the student is enrolled if the conduct is serious or persistent. The principal or other appropriate administrator must make the disciplinary determination on the basis of the severity of the misconduct and the previous record of behavior.

## III. **Recommendation for Expulsion and Mandatory Expulsions**

The following conduct requires a principal or designee to suspend the student and to recommend expulsion. The Charter Operator shall determine whether such student is guilty of the conduct and shall take appropriate action. The Charter Operator may not assign a lesser punishment for conduct mandating expulsion, as provided by law and as set forth herein.

- A. Carrying or Possessing a Firearm or Another Dangerous Instrumentality
  - 1. A student found carrying or possessing a firearm or another dangerous instrumentality on school property, a school bus, or a school-sponsored event shall be immediately suspended and recommended for expulsion. La. R.S. 17:416(B)(1)(b)(i).

2. Any student found guilty of bringing or being in possession of a firearm on school property, a school bus, or a school-sponsored event, following a hearing, shall be expelled from school for the minimum period as set forth in law and shall be referred to the district attorney for appropriate action. La. R.S. 17:416(C)(2)(a)(i), (b)(i), (c)(i) and 20 U.S.C. Section 7151.
3. Under the above circumstances, students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
4. The suspension and expulsion provisions in reference to the possession of a firearm shall not apply a student carrying or possessing a firearm for the purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity or any other activity approved by the appropriate school officials. La. R.S. 17:416(B)(1)(c)(i).
5. Notwithstanding the provisions of this policy, school officials shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions for possession by a student of a firearm on school property when such firearm is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm in a criminal manner. La. R.S. 17:416(F).

#### B. Carrying or Possessing a Knife

1. No student shall be permitted to carry or possess a knife of any blade length on school property, a school bus, or a school-sponsored event, unless the student is carrying or possessing a knife for the purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity or any other activity approved by

the appropriate school officials. La. R.S. 17:416(B)(1)(b)(ii).

2. A student who is found carrying or possessing a knife with a blade of less than two inches in length on school property, a school bus, or a school-sponsored event may be suspended by the school principal; expulsion for such an offense is not mandated. La. R.S. 17:416(B)(1)(b)(ii)(bb).
3. A student eleven (11) years of age or older in grades sixth through twelfth who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length on school property, a school bus, or a school-sponsored event shall be immediately suspended and recommended for expulsion. If found guilty following a hearing, such student shall be expelled. La. R.S. 17:416(B)(1)(b)(ii)(cc).
4. A student less than eleven (11) years of age in grades pre-kindergarten through fifth who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length on school property, a school bus, or a school-sponsored event may be recommended for expulsion, but such is not required. La. R.S. 17:416(B)(1)(b)(ii)(cc).
5. Under the above circumstances, students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
6. The suspension and expulsion provisions in reference to the possession of a knife shall not apply a student carrying or possessing a knife for the purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity or any other activity approved by

the appropriate school officials. La. R.S. 17:416(B)(1)(c)(i).

7. Notwithstanding the provisions of this policy, school officials shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions for possession by a student of a knife on school property when such knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the knife in a criminal manner. La. R.S. 17:416(F).

C. Possessing, Distributing, Selling, Giving or Loaning Any Controlled Dangerous Substance

1. A student who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form shall be immediately suspended and recommended for expulsion. La. R.S. 17:416(B)(1)(b).
2. Any student, 16 years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event following a hearing shall be expelled from school for the minimum period set forth in law. La. R.S. 17:416(C)(2)(a)(ii).
3. Any student who is under 16 years of age and in grades six through twelve and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event following a hearing shall be expelled from school for the minimum period set forth in law. La. R.S. 17:416(C)(2)(b)(ii).



4. Any student in kindergarten through grade five who is found guilty of possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school-sponsored event following a hearing shall be referred to the Charter Operator through a recommendation for action by the Charter School Principal or designee. La. R.S. 17:416(C)(2)(c)(ii).
5. Under the above circumstances, students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
6. The suspension and expulsion provisions in reference to the possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance shall not apply to a student possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law that has been obtained directly or pursuant to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled dangerous substance which shall be subject to verification. La. R.S. 17:416(B)(1)(c)(ii).

#### D. Student Suspended on Three Occasions

Any student who has been suspended on three occasions for committing any of the offenses as set forth in La. R.S. 17:416, during the same school year, shall on committing the fourth such offense be expelled until the beginning of the next regular school year and the student's reinstatement shall be subject to

the review and approval of the Charter Operator. La. R.S. 17:416(B)(2).

E. Conviction of a Felony

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, which had it been committed by an adult would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the Charter Operator. The expulsion requires the vote of two-thirds of the members of the Charter Operator and such decision cannot be delegated to its designee. La. R.S. 17:416(D).

**IV. Expulsion Procedures**

- A. Proceedings for expulsion shall commence when an offense for which expulsion is warranted is alleged or when a student has received more than three (3) suspensions as set forth in R.S. 17:416(B)(2).
- B. Statements taken from students who may have witnessed any event for which disciplinary action is being considered should be in the student's handwriting and signed and dated by the student. If a student is willing only to give an anonymous handwritten statement, the principal or designee should certify at the end of the student's statement that it was given under the condition of anonymity. If a student will only give an oral anonymous statement or if the student is not capable of writing, a brief summary of the statement should be included with the individual taking the statement certifying that the version of the statement given is accurate and the student would only give the statement if s/he could remain anonymous or that the student cannot write. Recorded statements may be taken with the student identifying him/her self on the recording. If a student will only give a recorded statement by remaining anonymous, the principal or designee will so state at the beginning of the

recording. A brief written report should be prepared which would include the following:

1. The principal's or designee's conclusions as to how/when/where/why the incident occurred, who was involved, who was at fault, in whole or in part, and the penalty imposed or recommended; and,
  2. The evidence on which the conclusions were based, e.g., signed statements taken, unsigned statements taken, verbal only statements taken, recorded statements taken, and physical or circumstantial evidence. Copies of all written materials must be attached to the report with identification of the names of any student witnesses removed before release to parents or used at any hearing.
- C. After a principal or a designee has made every reasonable effort to investigate all aspects of the discipline problem and is satisfied that the nature and seriousness of the offense could result in a recommended expulsion, the principal must then decide whether or not to recommend expulsion to the Charter Operator or its designee. The principal or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition. The principal or designee has no discretion concerning those offenses for which expulsion is mandated under La. R.S. 17:416.
- D. Prior to suspending a student pending expulsion, the school principal or designee shall advise the student in question of the particular misconduct of which he or she is accused, as well as, the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee. The student may be requested to reduce his or her version to writing.
- E. The principal or designee shall mail a copy of the Recommendation for Expulsion Form, including specific reasons for the expulsion to the student's parent, tutor, or

guardian when student is suspended with a recommendation of expulsion. The Recommendation for Expulsion Form used by the Charter Operator shall be consistent with the Form set forth in Attachment 1 of this policy. The recommendation will be sent by certified mail, return receipt requested, or hand delivered to the parent, tutor, or guardian on the day of the student's removal from school, if possible, but no later than the following school day. If hand delivered, the principal or designee will document the date of delivery and to whom the letter was delivered. The letter shall contain the specific reasons for the suspension and recommended expulsion, shall set forth the time, date and place of the Expulsion Hearing, and shall contain a notification of the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing. For a student with disabilities, a Parent Notice of Discipline meeting date and information on the rights of exceptional children should also be included with the Recommendation for Expulsion Form. The principal or designee shall document any referral to Child Welfare and Attendance, Families in Need of Services, Parent Liaison and/or the District Attorney's Office.

**V. Expulsion Hearing by Charter Operator or Designee**

- A. An Expulsion Hearing shall be conducted by the Charter Operator or its designee. The Charter Operator may designate a Hearing Officer to act on its behalf to conduct Expulsion Hearings and render decisions in student expulsions. All references to "Charter Operator" in Section V of this policy should be understood to mean the Charter Operator or its designee.
- B. Upon the recommendation by a principal or designee for the expulsion of a student, an Expulsion Hearing shall be conducted by the Charter Operator to determine the facts and

make a finding of whether the student is guilty of conduct warranting the recommendation of expulsion.

1. The Expulsion Hearing shall be held as soon as possible but no later than ten (10) school days after the student's removal from the school, unless an alternate date is agreed upon by all parties.
  2. Except in the case of an extreme emergency, requests with a valid reason to reschedule an Expulsion Hearing shall be made at least 24 hours prior to the date and time of the scheduled Expulsion Hearing.
- C. Pending the Expulsion Hearing by the Charter Operator, the student shall remain suspended from school and all school-related activities, but may be placed in an alternative setting. Students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
- D. Prior to the Expulsion Hearing, the parent/tutor/guardian has the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing. The information shall be kept on file at the school office. Notice of this right shall be included in the expulsion notice. Summaries of student statements without their identification or names are sufficient information for an Expulsion Hearing.
- E. An Expulsion Hearing shall be held for special needs student when misconduct is not a manifestation of the student's disability. The relevant disciplinary procedures applicable to students without disabilities may be applied in the same manner, except that a Free Appropriate Public Education (FAPE) must be provided after the tenth day of removal, consecutive or cumulative.

- F. At the Expulsion Hearing (a fact-finding process) conducted by the Charter Operator, the specific reason(s) concerning the cause(s) for the proposed expulsion will be presented by the principal or a designee in support of the recommendation. The student's prior performance and attendance as well as any relevant evidence and testimony may be presented to the Charter Operator in support of the severity of the recommended action. The student or a representative of the student may produce witnesses or offer information including written statements on the student's behalf to the Charter Operator. Questions and comments should generally be directed to the Charter Operator.
- G. After hearing the information provided by the school and the student, the Charter Operator shall determine whether the student is guilty of the principal's or a designee's charges and whether he/she is expelled from school or if other corrective or disciplinary action is imposed. The Charter Operator shall issue an Expulsion Hearing Decision consistent with the format set forth in Attachment 2 to this policy. If the findings and disposition of the Expulsion Hearing are made at the conclusion of the hearing, the Charter Operator shall inform the parent/tutor/guardian and the student of the findings and disposition of the matter. In any event, the Charter Operator shall mail (by certified mail, return receipt requested and standard mail), or hand deliver to the parent/tutor/guardian, the principal or designee, and the RSD Superintendent, a decision of the findings, and the reasons therefore, no later than three (3) school days after the Expulsion Hearing. In the event the Charter Operator does not find the student guilty of conduct warranting a recommendation of expulsion, the Charter Operator shall state in writing the reason(s) for such finding and provide a copy to the principal and the parent/tutor/guardian of the student. In either event, the action taken shall become final and appeal delays shall begin to run upon hand-delivery or upon five (5) calendar days after the mailing of the notification.

- H. Where the Charter Operator has proceeded with the Expulsion Hearing when the parent/tutor/guardian failed to appear, written notification of the decision shall be mailed (by certified mail, return receipt requested and standard mail), or hand delivered to the parent/tutor/guardian and the principal no later than three (3) school days after the Expulsion Hearing. In such notice the Charter Operator shall inform the parent/tutor/guardian and the principal of the findings and the reasons therefore, and that the action taken shall become final and appeal delays shall begin to run upon hand-delivery or upon five (5) calendar days after the mailing of the notification. The principal shall make the appropriate entries in the student data in the event the student had been dropped from the school. Whenever a student drops from a school, the principal shall attend any Expulsion Hearing, even if the student and parent/tutor/guardian fail to appear for the hearing.
- I. The parent, tutor or guardian may request the RSD Superintendent or designee to review the findings of the Charter Operator, as provided herein. If there is no timely appeal, the decision of the Charter Operator or its designee will be final.
- J. Records shall be maintained and made available upon request.

#### **VI. Appeal of Expulsion**

- A. In the event the Charter Operator determines that a student should be expelled, the parent/tutor/guardian of the expelled student or the student (if the student is 18 years of age or older), may request a review of the Expulsion Hearing Decision by the RSD Superintendent or designee. In the written request for review, the parent or student, if over 18 years of age, shall provide a statement setting forth the basis for the request for review. The written request for review must be requested by hand-delivery or by mail and must be postmarked within five (5) calendar days of the written notification of the

expulsion decision. The address for the Recovery School District (RSD) Central Office is 1641 Poland Avenue, New Orleans, Louisiana, 70114. Requests for review which are not mailed or hand-delivered within this time period shall not be processed unless extenuating circumstances can be demonstrated by the parent/tutor/guardian or student.

- B. Upon notification by the RSD of receipt of an expulsion appeal, the Charter Operator shall deliver to the RSD the following within five (5) calendar days:
  - 1. the written record of the expulsion proceedings, to consist of all information, including but not limited to, records, statements and documents;
  - 2. prior decisions rendered in the matter; and
  - 3. the date of mailing or hand delivery of the Expulsion Hearing Decision.
- C. The RSD shall provide the Charter Operator with a copy of the written request for review and any supplemental information submitted by the parent or student, if over 18 years of age. The Charter Operator shall have five (5) calendar days from receipt to respond to the request for review.
- D. The RSD Superintendent's review of the Expulsion Hearing Decision shall be a record review. After reviewing the findings of the Charter Operator or its designee and the request for review and any response by the Charter Operator, the RSD Superintendent or designee may affirm, modify, remand, or reverse the action previously taken. If the RSD Superintendent reverses the decision of the Charter Operator, the Charter Operator shall readmit the student to the charter school.
- E. The RSD Superintendent or designee shall provide written notification of the decision to the parent/tutor/guardian and to the Charter Operator by mail (by certified mail, return receipt requested and standard mail) or by hand delivery.



## **VII. Readmission or Admission of an Expelled Student**

- A. No student who has been expelled pursuant to the provisions of La. R.S. 17:416, or who has been expelled from a school out of state, shall be admitted except in accordance with La. R.S. 17:416(B) and (C).
- B. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in this state or outside the state, which had it been committed by an adult would have constituted a felony in this state may be sufficient cause for the Charter Operator to refuse admission of said student to the charter school except upon review and approval of Charter Operator.

## **VIII. Readmission of an Expelled Student on a Probationary Basis**

Expelled students may be readmitted on a probationary basis to school at any time during the specified period of expulsion as provided in La. R.S. 17:416(C)(2)(d).

## **IX. Alternative Education Programs**

According to BESE meeting, alternative education is an obligation that should remain with the RSD and not be an obligation of AST (Abramson Science & Technology) school.

## **X. Additional Disciplinary Authority For Suspension of Driver's License**

Pursuant to La. R.S. 17:416.1(D), any student between the ages of 14 and 18 who is expelled or suspended from school for ten or more consecutive days or assigned to an alternative educational setting for ten or more consecutive school days for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm or an infraction involving assault or battery on a member of the school faculty or staff shall have his or her driver's license for the operation of a motor vehicle suspended for a period of one year, in accordance with the provisions of La. R.S. 32:431. The term "license" or "drivers license" shall include a Class "E" learner's license and intermediate license as

provided for in La. R.S. 32:407. The principal of the school that the student attended at the time of the offense shall notify the Department of Public Safety and Corrections of any student expelled or suspended for ten or more consecutive days for the infractions or offenses are stated after the period of an appeal has expired. The notice shall include a copy of the student's disciplinary determination and the student's full name, address, date of birth, social security number, and, if available, driver's license number and the name, address and telephone number of the student's parent, custodial parent, or tutor.

### **ALTERNATIVE INSTRUCTION**

Students who are suspended will be provided with alternative instruction. Alternative instruction will be in accordance with all applicable law. For students who have been expelled, RSD will provide alternative instruction to the extent required by law. All IDEA mandates will be followed for student with disabilities.

Out-of-school suspensions in excess of ten (10) days shall include an Individualized Plan for Out-of-School Suspension:

1. The Individualized Plan for Out-of-School Suspension ("Plan") shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal/director with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.
2. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

**Discipline policy that Abramson Science & Technology School will enact for students with disabilities.**

The placement of a student with a disability who receives special education services may be made only by a duly constituted IEP committee. Any disciplinary action regarding a student with a disability who receives special education services that would constitute a change in placement under federal law may be taken only after the student's IEP committee conducts a manifestation determination review under 20 U.S.C. 1415(k)(4) and its subsequent amendments. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations, including laws or regulations requiring the provision of:

1. Functional behavioral assessments;
2. Positive behavioral interventions, strategies, and supports;
3. Behavioral intervention plans;
4. The manifestation determination review.

A student with a disability who receives special education services may not be placed in a disciplinary alternative education program (DAEP) solely for educational purposes.

A change in placement occurs if a child with a disability is:

1. Removed from the child's current educational placement for more than ten consecutive school days; or
2. Subjected to a series of removals that constitute a pattern because they cumulate to more than ten school days in a school year, and because of factors such as the length of each removal, the total amount of time the child is removed, and the proximity of the removals to one another.

Abramson Science & Technology School will develop and implement written procedures and policies which set forth the necessary steps to be followed when taking disciplinary actions with respect to students with disabilities:

- for short term removals totaling more than 10 school days in a school year which do not constitute a change of placement; and

- for short term removals totaling more than 10 school days in a school year which do constitute a change in placement; and
- for long-term removals of more than 10 consecutive school days

For removals not constituting a change of placement, an IEP committee meeting will be convened either before or not later than 10 business days after first removing the student for more than 10 school days in a school year.

For removals constituting a change of placement, not later than the date on which the decision to take action made, the parents must be notified of that decision and provided the procedural safeguards notice and immediately, a review by the IEP committee and other qualified personnel will be conducted of the relationship between the student's disability and the behavior subject to disciplinary action.

After a child with a disability has been removed from his or her current placement for more than 10 school days in the same school year, during any subsequent days of removal Abramson Science & Technology School will provide services.

The IEP committee will determine the educational services to be provided during the expulsion period, and these services will be designed to assist in returning the student to school and to prevent significant regression. The interim educational setting will be determined by IEP team. This setting will be selected so as to enable the child to continue to progress in the general curriculum, although in another setting.

Every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of Abramson Science & Technology School, or on any school bus going to or returning from school, or during intermission or recess. Abramson Science & Technology School principal may suspend from school any student for good cause, as stated in R.S. 17:416. Principal will notify the visiting teacher, or supervisor of child welfare and/or attendance, of all suspensions. In all cases of suspensions, the parent, the superintendent of school, and the visiting teacher, or supervisor of child welfare and/or attendance, will be notified in writing of the facts concerning each suspension, including reasons therefore and terms thereof.

Unadjustable or incorrigible children, who, through no fault of their parents or tutors or other persons having charge of them, regularly disrupt

the orderly processes of Abramson Science & Technology School, will be considered as delinquents and may be reported by the visiting teacher, or supervisor of child welfare and attendance, to the juvenile court of the parish, there to be dealt with in the manner prescribed by law. Notwithstanding the provisions of R.S. 17:416 to the contrary, any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if such student is:

- (1) Seventeen years of age or older with less than five units of credit toward graduation.
- (2) Eighteen years of age or older with less than ten units of credit toward graduation.
- (3) Nineteen years of age or older with less than fifteen units of credit toward graduation.

Every teacher will endeavor to hold every student to a strict accountability for any disorderly conduct in school or on the playgrounds of Abramson Science & Technology School, on the street or road while going to or returning from school, or during intermission or recess. Each teacher may take disciplinary action to correct a student who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another student, who violates school rules, or who interferes with an orderly education process. Disciplinary action may include but is not limited to: Oral or written reprimands; Referral for a counseling session which will include but not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management; Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal; Other disciplinary measures approved by the principal and faculty of Abramson Science & Technology School and in compliance with school board policy.

When a student's behavior prevents the orderly instruction of other students, or poses an immediate threat to the safety or physical well being of any student or teacher, or when a student exhibits disrespectful behavior toward the teacher such as using foul or abusive language directed at a teacher or threatening a teacher, the teacher may have the student immediately removed from his classroom and placed in the custody of the principal or his designee. Upon being sent to the principal's office, the

principal or his designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his version of the facts. The principal or his designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with school board policy to identify and correct the behavior for which the student is being disciplined. A student in grades seven through twelve removed from a class shall not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action. Additionally, the student shall not be readmitted to the class until the principal has implemented one of the following disciplinary measures: In-school suspension; Detention; Suspension; Initiation of expulsion hearings; Requiring the completion of all assigned school and homework which would have been assigned and completed by the student during the period of suspension; Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee pursuant to law and board policy.

Upon the third removal from the same classroom, the teacher and the principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. If appropriate, a referral of the matter may be made to an appropriate building level committee. In addition, a conference between the teacher or other appropriate school employee and the student's parent, tutor, or legal guardian shall be required prior to the student being readmitted. If disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

Notwithstanding any provision of law to the contrary, whenever a student is formally accused of violating the provisions of R.S. 14:34.3 or school disciplinary rules, or both, by committing a battery on any school employee, the principal shall suspend the student from school immediately and the student shall be removed immediately from Abramson Science & Technology School premises without the benefit of the suspension procedures; however, the necessary notifications and other procedures shall follow as soon as is practicable.

No student suspended shall be considered for readmission to Abramson Science & Technology School to which Abramson Science & Technology School employee, allegedly battered by the student, is assigned until all

hearings and appeals associated with the alleged violation have been exhausted.

Except when Abramson Science & Technology School system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of R.S. 14:34.3 or found guilty at a school system suspension hearing of committing a battery on any school employee shall be assigned to attend or shall attend Abramson Science & Technology School to which Abramson Science & Technology School employee battered by the student is assigned.

Abramson Science & Technology School principal may suspend from school or suspend from riding on any school bus any student who is guilty of willful disobedience; treats a teacher, principal, superintendent, member, or employee of the local school board with intentional disrespect; makes against any one of them an unfounded charge; uses unchaste or profane language; is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates; uses tobacco or who possesses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by any city or parish school board; disturbs Abramson Science & Technology School and habitually violates any rule; cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by any city or parish school board; writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, or on any fence, pole, sidewalk, or building on the way to or from school, or on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board; is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury; throws missiles liable to injure other persons on Abramson Science & Technology School grounds or while on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board; instigates or participates in fights while under school supervision; violates traffic and safety regulations; leaves Abramson Science & Technology School premises without permission; leaves his

classroom during class hours or detention without permission; is habitually tardy or absent or commits any other serious offense.

Prior to any suspension, Abramson Science & Technology School principal, or his designee, shall advise the student in question of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his version of the facts to Abramson Science & Technology School principal or his designee. In each case of suspension or expulsion Abramson Science & Technology School principal, or his designee, shall contact by telephone at the telephone number shown on the student's registration card or send a certified letter at the address shown on the student's registration card to the parent, tutor, or legal guardian of the student in question giving notice of the suspension or expulsion, the reasons therefore and establishing a date and time for a conference with the principal or his designee as a requirement for readmitting the student provided that in the case of expulsion, the contact with the parent or guardian shall include a certified letter. If the parent, tutor, or legal guardian fails to attend the required conference within five school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same year, the student shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representative responds. A student whose presence in or about a school poses a continued danger to any person or property or an ongoing threat of disruption to the academic process shall be immediately removed from Abramson Science & Technology School premises without the benefit of the procedure described herein above; however, the necessary procedure shall follow as soon as is practicable.

A student suspended for damages to any property belonging to Abramson Science & Technology School system or to property contracted to Abramson Science & Technology School system shall not be readmitted until payment in full has been made for such damage or until directed by the superintendent of schools. If the property damaged is a school bus owned by, contracted to, or jointly owned by any parish or city school board, a student suspended for such damage shall not be permitted to enter



or ride any school bus until payment in full has been made for such damage or until directed by the superintendent of schools.

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Abramson Science & Technology School will identify data-driven academic, career and technical, discipline/behavioral performance results in Abramson Science & Technology School Improvement Plan (SIP). Abramson Science & Technology School will establish and use a school-based leadership team to meet on a regularly scheduled basis to review data and guide the positive behavior process. This leadership team shall, to the extent possible, include representatives of Abramson Science & Technology School administration, both regular and special education teachers, parents, guidance counselors, and school bus operators (It may also include other groups, e.g., food services workers).

The leadership team will use a decision-making process utilizing a data-management system that allows graphical representation of discipline issues. Said data system will permit regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide system of discipline. School data collection shall include, but not be limited to, average referrals per day per month, referrals by problem behavior, referrals by location, referrals by time, referrals by student, referrals by staff, individual student report by month and by year, and referrals by grade level. Environmental changes may be made as indicated by data. For instance, increased monitoring, schedule changes, or changes in recess structure may help to alleviate congestion or over- crowding at certain times during the day.

The team will uniformly use the two BESE-approved forms, i.e., “School Behavior Report Form” and “School Bus Behavior Report Form,” to report incidents of alleged discipline violations. The referral system will be utilized consistently and appropriately.

The leadership team will review and revise any Zero Tolerance Policy to ensure that the policy is in compliance with R. S. 17:416.15; the policy does not violate R. S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense; and that inappropriate referrals are not made to agencies serving children.

The leadership team will review and revise its policies and procedures for handling suspensions and expulsions at to ensure that suspension/expulsion policies are consistent with R. S. 17.416; suspension/expulsion policies are consistently and fairly executed; and alternative interventions, consistent with best theory and practice, to suspensions/expulsions are used including, but not be limited to, counseling, conflict resolution, social and family responsibility, peer mediation, and stress and/or anger management.

The leadership team will make referrals, as appropriate, to Alternative Education Programs that are designed to offer variations of traditional instructional programs, as well as strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs, or are disruptive in the traditional school environment, remain in and be successful in school.

The leadership team will review the current Code of Student Conduct School to assure that it is in compliance with R.S.17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001 (NCLB). They will refine consequences to create a reward/incentives program for positive student and teacher behavior and ensure the delivery of consistent reinforcement. The team will define consequences for rule violations that are clear, reasonable, and consistently enforced and which support maximum time in instruction.

The leadership team will monitor, evaluate and modify Abramson Science & Technology School master plan, as needed, throughout Abramson Science & Technology School year.

Each teacher at Abramson Science & Technology School will develop lesson plans and teach expectations across each school setting by providing direct instruction on expected behaviors at the beginning of Abramson Science & Technology School year and reinforced throughout the year for all students.

Abramson Science & Technology School shall design programs for students with special needs so that the students are challenged and engaged in school curriculum, and are appropriately placed so they remain in school rather than being suspended/expelled or becoming drop-outs.

The principal will submit annual reports to the district's Discipline Policy Review Committee.

